

This Notice Expires 31 December 1973

STATIN

PERSONNEL

12 December 1972

CIVIL SERVICE DISCONTINUED SERVICE RETIREMENT
AND CIA INVOLUNTARY RETIREMENT

STATINTL

1. [REDACTED] dated 13 July 1972, announced that the liberalized procedures for the retirement of personnel under the discontinued service provisions of the Civil Service Retirement Act (CSRA) and the involuntary provisions of the CIA Retirement and Disability System (CIARDS) were available only to employees in those organizational components and/or occupational categories where a true surplus existed. These procedures allowed the Agency to accept requests for resignation and retirement of employees who met all the requirements for involuntary retirement and who were willing to be retired as surplus.

2. A recent Civil Service Commission announcement (FPM Letter No. 831-32, dated December 8, 1972) rescinded after 31 December 1972 the authority of an agency to request an employee's resignation in a reduction-in-force situation in order to qualify him for an immediate discontinued service retirement annuity. Since the liberalized retirement options described above were based on the Commission's earlier policy, now rescinded, the Agency has determined that these options under both the CSRA and CIARDS will not be available beyond 31 December 1972.

3. The above determination does not in any way affect the right of an otherwise qualified employee to receive a discontinued service annuity under the CSRA or involuntary retirement under CIARDS if he is declared genuinely excess to manpower requirements and terminated as surplus under the provisions of [REDACTED]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY
Deputy Director
for Support

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CONFIDENTIAL

22 DEC 1970

MEMORANDUM FOR: Deputy Director of Personnel

THROUGH : Deputy Director of Personnel for Plans and Control

SUBJECT : Management of Discontinued Service Retirement Actions

1. This is in response to your request for our thoughts on the possibility of applying Civil Service concepts of competitive area and competitive level to define areas of eligibility within CIA for voluntary retirement on discontinued service.

2. The Federal Personnel Manual in Chapter 351, Reduction in Force, Subchapter 4, Scope of Competition, describes competitive area and competitive level essentially as follows:

a. Competitive Area may be described geographically, organizationally, or both. The competitive area outlines the boundaries of competition. The authority "to take personnel actions" is usually one factor in determining the extent of the competitive area. The competitive area should be large enough to permit adequate competition among employees and limited enough to be administratively manageable.

(1) Departmental Service. In this service a bureau or its equivalent in the commuting area is usually a competitive area. However named, it is the primary subdivision of an agency with work functions and operations separately organized and clearly distinct from other primary subdivisions.

(2) Field Service. In the field a competitive area should not be smaller normally than a field installation; -- that is, a field activity which is independent -- and within which employees are assigned under a single administrative authority.

b. Competitive Level. A competitive level includes those types of positions in which employees will compete with each other for retention. These are positions so similar in all important aspects that the agency readily can move an employee from one job to another without significant training and without unduly interrupting the work program. A level may consist of only one job when that job is so nearly unique that it is not actually interchangeable with other similar jobs. All positions in a competitive level are similar in their requirements for special training, skills and aptitudes.

3. In applying the above concepts to the situation in our Agency it seems that the career services within each Directorate define the basic


GROUP 1
Excluded from automatic
downgrading and
declassification

"competitive areas" within that Directorate. Subgroups within those services as identified by subordinate service designations are also suitable for use as "competitive areas." The Deputy Director concerned might further delineate "competitive areas" by reference to geographic location (headquarters, domestic field, foreign field) or by organization when appropriate (i.e., home bases in the Clandestine Service).

4. It also seems that we could use the concept of "competitive levels" within established competitive areas by defining occupational groupings within which employees are essentially interchangeable (i.e., reports officers, GS-07 - 09 in FE Division Headquarters). In some circumstances availability for rotation and overseas service might be an appropriate occupational factor for consideration.

5. If we were to adopt these concepts I believe it would be very important for the Office of Personnel to collaborate with the Deputy Directors concerned in the process of defining competitive areas and competitive levels. In order to hold the program together agency-wide the Director of Personnel should be responsible for finally approving these definitions and for announcing the competitive areas and levels wherein "surpluses" exist and employees can opt for discontinued service retirement. This would of course eliminate the opportunity for employees in other groups to take such action.

6. A program of this kind would involve considerable administrative effort and require close cooperation between PMCD and SPD. However, I believe the results would prove worth the investment. It would not only serve to control "voluntary" discontinued service retirements but would give a general sense of direction to the agency's overall efforts to identify and reduce categories of surplus personnel.


Chief, Review Staff

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DISPATCH

Approved For Release 2002/01/11 : CIA-RDP84-00688R000200220001-0

S E C R E T

PROCESSING ACTION

TO	Chiefs of Certain Stations and Bases		MARKED FOR INDEXING
INFO.	Chief of [REDACTED] Regional Areas	X	NO INDEXING REQUIRED
FROM	Chief, [REDACTED]		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Extension of Liberalized Procedure for Discontinued Service Retirement		MICROFILM

ACTION REQUIRED - REFERENCES

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1. The liberalized procedure for discontinued service retirement which was announced by book dispatch some time ago has been extended from 30 June 1971 to 31 December 1971, since the overstrength situation which was the basis for the procedure is expected to continue until then. The principal provisions of the procedure are given in the attached summary.

2. Qualified employees who may wish to retire under the procedure described in the attachment are requested to make their declaration of intent known as soon as possible so as to permit necessary processing to be accomplished in an orderly manner.

3. It is anticipated that the Organization will reach its currently authorized ceiling by 31 December 1971, and that the liberalized procedure for discontinued service retirement will therefore not be available after that date on an Organization-wide basis. When the Organization has reached its ceiling authorization, the option to retire under the liberalized procedure will be available only to employees in career services belonging to those major components, if any, in which there is a personnel surplus.

4. As of this writing, it is impossible to say with certainty what effect - if any - the President's announcement of 15 August regarding further cuts in government employee strength will have on us. As soon as the picture is clarified, we will advise you. In the meantime, it is obviously essential that all concerned be apprised promptly of the extension of this retirement procedure which has already been authorized, as outlined above.

5. Chiefs of Station and Base are requested to bring the provisions of this dispatch and its attachment to the attention of personnel who may be eligible to retire under this special procedure.

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Attachment

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER Book Dispatch 8026	DATE 26 AUG 1971
Approved For Release 2002/01/11 : CIA-RDP84-00688R000200220001-0	CLASSIFICATION S E C R E T	HQS FILE NUMBER

Attachment to
Book Dispatch 8026

Principal Provisions of
Liberalized Procedure for Discontinued Service Retirement

1. To assist agencies to make adjustments in on-duty strength to conform to reduced personnel ceilings, the Civil Service Commission has liberalized the requirements for employees to qualify for discontinued service retirement under the Civil Service retirement system.

2. The Organization is making this liberalized retirement arrangement available to eligible employees who may be interested in applying for early retirement. Our internal procedures will differ in some respects, however, from those which are applicable generally. Normally, typical reasons which qualify an individual for discontinued service retirement benefits include abolishment of position and the operation of classical reduction in force programs. Under the liberalized approach as adopted for application by the Organization, any eligible employee may elect to accept discontinued service retirement and receive an immediate annuity, without regard to requirements such as the abolishment of his position. The liberalized procedures will be extended also to participants specified in paragraph 4 below.

3. An employee in the Civil Service retirement system is eligible to retire under the discontinued service option if he:

- a. is 50 years of age or older and has completed 20 years of creditable Federal service, or
- b. regardless of age, has completed 25 years of creditable Federal service.

His annuity is reduced one-sixth of one percent for each month (2% for each year) he is under age 55. For example, in the case of an employee who is 54 years old at the time of retirement and whose annuity, computed on the basis of length of service and high-three average salary, would be \$850 per month, the reduction would be \$17 (2% of \$850), so that he would receive an annuity of \$833 per month.

4. An employee in the Organization retirement system is eligible to retire under similar option if, regardless of age, he has completed 25 years of creditable Federal service, including 10 years of Organization service and 5 years of qualifying service. No reduction in annuity will be made for age.

5. Since the liberalized retirement procedures may be used only to assist the Organization in reducing the number of personnel on duty to the authorized strength, they may not be continued in effect indefinitely.

6. Retirement under the liberalized procedures is at the option of the individual. To meet administrative requirements, however, it will be necessary in each case, after the employee has indicated his wish to retire under the option, for headquarters to request his resignation based on a determination that he is surplus to the needs of the Organization. The retirement will then be documented as a resignation in lieu of involuntary retirement. The Office of Personnel has given the assurance that, despite this necessary documentation, the new procedure is, in effect, another form of voluntary retirement and is not adverse in nature.

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